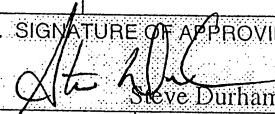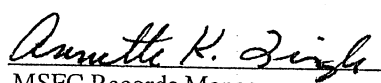| 1. RECORDS PLAN (Check one):	2. DATE PREPARED:	3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.):		
☐ Initial ☒ Revised	05/12/2003	Customer and Employee Relations Directorate, Internal Relations and Communications Department, CD40	SHEET 1 OF 2 SHEETS	

4. CUSTODIAN:	5. PHONE NUMBER:	6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE OF APPROVING OFFICIAL:
E. Gabrall Yeldell	544-1382	4200	101	4200/101	[signature] Steve Durham

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1000.1	Center Strategic Planning Process	Permanent. Filed Chronologically. Retire to National Archives after 5 years.	NRRS 1/13B
1130	Functional Statements - Marshall Space Flight Center Implementation Plan Marshall Space Flight Center Annual Report	Permanent. Filed Chronologically. Retire to National Archives after 5 years.	NRRS 1/13B
1280	Quality Management - Customer Satisfaction	Temporary. Destroy when 3 yrs. old (in accordance with MPG 1280.8 and MPG 1280.9, and pending approval of NRRS1/26.5B).	Unscheduled (NRRS1/26.5B, approval
1380	NASA Periodicals - Marshall Star	Permanent. Filed Chronologically. Transfer one original to NARA in one-year blocks at the end of each fiscal year (Transfer annually).	NRRS 1/39J
1410	Formal Instructions - Routine Issuances CD40 -OWI-0001, Internal Communications CD40-OWI-002, Work Instruction for Historical Function	Temporary. Destroy when superseded or obsolete.	NRRS1/72B.2
1442	General Office Files - Administrative 1. Correspondence (General) 2. Correspondence (History) 3. General Office Services 4. Office Supplies 5. Actions Answered 6. Personnel Files 7. Training Files 8. Travel Files	Temporary. Destroy when 2 years old.	NRRS 1/78I
1700	Safety Activities Records - Internal Activities CD40 Supervisors' Check List CD40 Safety Moments	Temporary. Destroy when 3 years old (in accordance with MWI 8715.16 and pending approval of NRRS 1/117.5).	Unscheduled (NRRS 1/117.5, approval pending).
3630	Leave Records	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.	NRRS 3/49A.2

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RECORDS PLAN (MPG 1440.2)

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1216	Records of Top Management Officials, Routine Material - Daily Planet bulletins. Copy of each Dailey Planet issued, filed chronologically.	Destroy or delete when no longer needed for convenience of reference. (Note: Copies are typically retained for 2 years.)	NRRS 1/22C
5100	Procurement - Credit Card Note: Credit Card Purchase log and credit card records are maintained by the CD40 Credit card holder in his/her work area. Credit card approving official documentation is maintained by the approving officials in their work area.	Temporary. Destroy 3 yrs. after final payment.	NRRS 5.1A.1(b)

Concurrence: *Annette K. Jingle* 5-23-03
MSFC Records Manager

1. RECORDS PLAN (Check one):		2. DATE PREPARED:	3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.):					
☐ Initial ☒ Revised		05/12/2003	Customer and Employee Relations Directorate, Internal Relations and Communications Department, CD40					SHEET __1__ OF __1__ SHEETS

4. CUSTODIAN:		5. PHONE NUMBER:	6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE OF APPROVING OFFICIAL:
Michael D. Wright/Bob Jaques		544-6840/ 544-1256	4200	101F/G30	4200/101F & 4200/G30	*[signature]* Steve Durham

10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT	12. DISPOSITION INSTRUCTIONS	13. DISPOSITION AUTHORITY
1070	Historical Items/Source Files - History Subject Files.	Permanent. Retain in agency space until no longer needed or when 25 years old with 5 years consecutive inactive agency use, or until 30 years old, whichever is longer.	NRRS 1/8A.20
1070	Historical Items/Source Files (Electronic) - Ready Reference Material.	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer.	NRRS 1/8B
		Concurrence: *Annette K. Zingh 5-23-03* MSFC Records Manager	

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